

# Submission Checklist



Please review before submitting your article:



This checklist ensures that your submission meets **CROSSTALK's** basic requirements. Please review this checklist completely before submitting your article.

**Electronic Copy:** Submit an electronic copy, with a working title, in Microsoft Word.

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**Abstract:** A two- to four-sentence article summary that hooks the reader and encourages them to read the article in its entirety.

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**Figures and Tables:** In addition to embedding these in your article, send these as separate files with a .jpeg or .eps extension.

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**Screen Captures:** If you choose to use screen captures to illustrate your article, please ensure they are produced at the highest possible resolution (300 dpi) and are saved with a .tiff extension.

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**Author Photograph:** A photograph at least 1½ by 2 inches; resolution should be 300 dpi, and have a .jpeg or .tiff extension. DO NOT EMBED YOUR PHOTO IN YOUR ARTICLE – send it separately.

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**Author Biography:** A 50- to 75-word outline providing background, accolades, education, and professional interests of the author.

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**Contact Information:** Information for contacting the author must be provided, including mailing address, phone number, fax number, and e-mail address.

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**Notes and References:** Make sure to include all notes and references and that these are numbered in the order they appear, not alphabetically, and are in Modern Language Association (MLA) format.

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**Releases:** Corporate, government, or security approval must be obtained before submission.

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